

Position Description for Nurse

BASIC FUNCTION OF POSITION

This position functions as the primary health care provider and manages the Health Unit in AIT/Kaohsiung. Responsibilities include, but are not limited to the use of MED RN patient management protocols and standard nursing procedures in the medical care of Mission employees and eligible family members, maintenance and inventory of all medical equipment and supplies, implementation of a vigorous vaccination program, administration of group and individual health education programs, and medical emergency contingency planning for post. Management Specialist in AIT/Kaohsiung monitors day-to-day administrative duties and Regional Medical Officer (RMO) in AIT/Taipei reviews professional nursing responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Responsible for the health orientation of new arrivals

- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries
- Orientation to Public health risks and preventive health behaviors
- Assess family health and immunization needs
- Describe services provided by the health unit and various roles of health care personnel.
- Orientation to the local health care system
- Distribute a copy of the Health and Medical Information Booklet to all new employees
- Complete age appropriate health promotion reviews

Coordinate medical clearance examinations

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington
- Request consultations and additional studies to complete the clearance evaluation
- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the RMO of FSHP
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam
- Translate or arrange translation of medical report to English
- Review completed clearance exams for thoroughness and pouch to Medical Clearances
- Package and ship lab specimens to MED lab as necessary

Coordinate medical evacuations

- Arrange medevacs through FSHP/RMO and in coordination with MED/Foreign Programs or other Regional Medical Evacuation Site

Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
Coordinate requests for specialty appointments with MED/Washington or overseas medevac site.

Collaborate with AIT Management office to coordinate medical evacuations

Request fund cites from MED or appropriate agency

Liaison between local providers and MED during emergency evacuations

Assist patient with medical services access in interval prior to evacuation

Accompany patient as a medical attendant as needed

Coordinate local hospitalizations of Foreign Service personnel

Initiate Form FS-3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.

Request fund cites from MED or appropriate agency

Conduct regular visits to assess the course of care while hospitalized

Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

Provide follow-up care to patients once discharged from the hospital

Maintain an Immunization Clinic for routine and travel immunizations

Assess each new patient's immunization needs and make recommendations.

Follow CDC and ACIP guidelines for immunization of adults and children

Maintain logs and/or databases with federal requirements for record keeping of administered vaccines

Budget, order, and rotate vaccine stock

Knowledge of recommended immunization schedules and management/reporting of adverse events

Serve as point of contact for RMO/FSHP and Office of Medical Services

Control Officer for regional medical visits of MED staff

Coordinate transmission of medication prescriptions with RMO/FSHP

Regular communication by phone and e-mail with RMO/FSHP

Maintain an occupational Health Clinic during assigned work hours

Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary)

Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures.

Interpret, review, and record history and clinical findings. Select appropriate action and initiate treatment or referral if indicated according to the nurse's scope of practice. This will include triage.

Perform periodic sanitation inspections as directed by the RMO or Management

Conduct workplace health and safety surveys with the POSHO

Maintain accident log/accident reporting per MED/SHEM guidelines

Maintain current working knowledge and relationship with the local providers and facilities

Maintain a list of acceptable local medical consultants and a copy of their credentials with updates every two years

Identify quality providers and facilities in area and work with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities

Establish effective relationships with local physicians and health care facilities to maximize access coordinate care and resolve conflicts

Monitor local public health issues that may have a potential impact on the AIT community and coordinate with the RMO and Management

Work with the RMO to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED

Must be available outside of normal AIT working hours

Participate in AIT medical duty call rotation as appropriate

Respond to urgent telephone requests for medical information from the duty officer during off-duty hours.

May be required to travel as a medical attendant during a medical evacuation

Attend continuing medical education conferences held outside of country as scheduled

May be required to make home or hospital visits during off-duty hours to monitor an individual's care

Available to respond to AIT on an emergency basis

Reporting requirements

Monthly Statistics report for Washington, and in conjunction with RMO/FSHP provide input to:

Post Medical Capability Database

Annual Post Health and Safety Report

Medical Portion of Post Differential Report

Annual Update of Health and Medical Information Guide with distribution to MED

Maintain or contribute to an accident report log.

Health promotion program

Write health promotion/education articles for the AIT newsletter

Provide health promotion and safety activities in AIT

Conduct health education programs to include first aid, CPR, HIV/STD, smoking cessation, weight control, BLS, first aid courses, and individual patient education on topics such as wound care, diabetes care, appropriate diet and exercise strategies, and other specific health related topics

Document health promotion activities on DOS health promotions flow sheet

Additional administrative duties

- Regularly use and update as appropriate State Department medical regulations as delineated in 16 Foreign Affairs Manual (FAM)
- May serve (as appropriate) as Alcohol/Drug Abuse Counselor for AIT and/or be a member of the Family Advocacy Program. Serve on other committees as appointed
- Maintain written or electronic record of policies and procedures for the health unit
- Assist HR/ER and MED in obtaining medical information and completing documentation for local OWCP claims when necessary
- Test and maintain emergency equipment and safe haven materials in coordination with RSO
- Other duties and training as assigned by Management or RMO

QUALIFICATIONS REQUIRED

Education: Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

Prior Work Experience: A minimum of 2 years of post qualification work as a professional nurse is required.

Post Entry Training: On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting, VIP visits, and management of disasters, both natural and those caused by weapons of mass destruction, will be provided. Current CPR certification (this certification training will be provided through Continued Nursing Educational Courses provided by the DOS) is required. CPR certification must be maintained throughout employment.

Language Proficiency: Level IV (Fluent) English and Level IV (Fluent) Chinese are required.

Job Knowledge: The ability to administer adult and pediatric immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the US population is required. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred. Must be familiar with US nursing standards of care.

Skills and Abilities: The ability to plan and organize the day-to-day routine of Health Unit operations; tact and good judgment in dealing with clients and the public; sound judgment in evaluating sensitive cases and in the application of US rules and regulations; providing professional medical advice and opinions; and the ability to function well in stressful situations. Needs keyboarding skills and familiarity with word processing, spreadsheets, e-mail, and internet use.

POSITION ELEMENTS

Supervision Received: Management Specialist in AIT/Kaohsiung monitors day-to-day administrative duties and Regional Medical Officer (RMO) in AIT/Taipei reviews professional nursing responsibilities.

Supervision Exercised: None

Available Guidelines: 16 FAM 1900 Series, Office of Medical Services Technical Guidelines, Foreign Service Medical Bulletin, CD-ROM: Standard Operating Procedures for Health Units, MED Website, MED Clinical Nursing Protocols, and AIT Health Manuals.

Exercise of Judgment: Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize systems that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.

Authority to Make Commitments: Initiate referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the RMO. Initiate medical and pharmaceutical supply orders.

Nature, Level, and Purpose of Contacts: Provide liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health. Must have good knowledge of and familiarity with the local health care system and health care community. Communicate regularly with RMO/FSHP, and M/MED in Washington.

Time Expected to Reach Full Performance Level: 6 months